

## WATER RESOURCES DIRECTOR

### DISTINGUISHING FEATURES

The fundamental reason the Water Resources Director position exists is to act as a technical advisor and perform policy-level coordination, advisory and administrative functions relating to capital projects in the Water Resources Department. This position has may or may not supervise. This position reports directly to the General Manager, Water Resources.

### ESSENTIAL FUNCTIONS

Provides direction for planning, programming and budgeting processes for water resources five-year capital program.

Provides oversight for coordination and advancement of ongoing water resources capital projects.

Monitors Water Resources Department contract administration procedures to insure compliance with City Procurement Code.

Acts as department point of contact for deregulated power alternatives for Water Campus.

Administers pilot program for future SRP Water Treatment Plant and conducts site analysis and makes recommendations for Plant location.

Communicates with City staff, outside agencies, citizens, and consultant and contractor communities.

Completes ongoing Water Campus and associated collection systems projects; to include contracts close-out, as-builts and files completion and disposition. Ongoing contracts to be completed include:

- a. Phase II MCAP microfilter acquisition and placement.
- b. Signage packages for Water Campus.
- c. Water Campus Headworks.
- d. East Leg Pump Stations.
- e. Berneil Waterline connection.
- f. Paradise Valley sewer flow alternatives.
- g. Valving modifications in Water Campus microfilter building.

Assures that the division operates in compliance with all County, State, and Federal regulations governing the City of Scottsdale's water and wastewater programs.

Attendance and punctuality are essential functions of this position.

### MINIMUM QUALIFICATIONS

#### **Knowledge, Skills and Abilities**

##### Knowledge of:

Principles and practices of capital improvements planning and administration; water supply and treatment management and the legal and environmental issues that may affect policies.

Knowledge of federal, state, and local water and sewer regulations and requirements; methods for data collection and analysis; and water and sewer collection, treatment and distribution systems.

Ability to:

Plan and organize data, coordinate programs, and make decisions.

Produce written documents with clearly organized thoughts using proper grammar.

Observe, review and check the work of staff members to ensure conformance to standards.

Enter data or information into a terminal, PC or other keyboard device.

Conduct research and analyze results.

Establish and maintain effective working relationships with water and sewer users, other professionals and government jurisdictions, co-workers, and the general public.

Communicate effectively both verbally and in writing with residential and commercial water and sewer users.

Support City Council and top management decisions.

**Education & Experience:**

Any combination of training and experience equivalent to a bachelor's degree in civil engineering or a closely related hydraulic or water resources field from an accredited college and a minimum of five years in a water-related technical capacity that includes responsibility for program management.

A valid Driver's License with no outstanding citations for 39 months is required for all driving positions.

**FLSA STATUS:**

Exempt

**HR Ordinance Status:** \_Unclassified